

Insert Company
Logo

Date

<Employee Name>
Physical Address or email address
Address

Strictly Private and Confidential

Dear <Employee Name>

Re: Abandonment of Employment

Further to our earlier letter dated <insert date of first letter> We are extremely concerned that you have not attended work since <last date worked>.

As you will be aware your employment agreement contains an “Abandonment of Employment” clause, which states that, if you are absent from work for <insert number of days> consecutive working days without notifying us and without good cause we may terminate your employment.

As you have not responded to the above letter or our attempts to contact you on <dates/times messages left>, we are left with no other alternative then to invoke the Abandonment of Employment clause <insert clause #>.

This letter serves to confirm that your employment is terminated effective <insert date> by reason of “abandonment”.

Please return all company property that is in your possession. Your final pay and any money owing to you will be processed accordingly.

Should you have any questions, please do not hesitate to contact myself

Yours sincerely

Manager
Manager Title
Company

cc: anyone from the organisation that you are sending this letter to